Paper Types Accepted by the ACM e-Rights System

You must load your paper data to ACM's e-Rights system via either a CSV or XML file. All papers in your CSV or XML file need to have a paper type. For each article, please enter the most appropriate selection from this list of 21 types *only*:

Paper Type	Definition	Prescribed # of Pages	e-Rights form
abstract	article itself is an abstract (of a paper or presentation) that usually has been presented or published separately	1-2 pages	PR form
course	a prescribed number of instruction periods or classes in a particular field of study; can be anything between a simple abstract to a full course pack	No page limits	PR form
demonstration	a description or explanation, as of a process, illustrated by examples, specimens, or the like	No page limits	PR form
editorial	opinion piece, policy statement, or general commentary, typically written by staff of the publication	No page limits	PR form
extended abstract	*not* a long abstract, but a research paper whose ideas and significance can be understood in less than an hour of reading. Because of its brevity, an extended abstract may be more demanding to write than a full-length research paper	1-4 pages	PR form
full paper	a primary research article	5+ pages	Copyright
introduction	an introduction to a publication, a series of articles within a publication, etc. Used typically in a special section or a special issue	1-2 pages	PR form
invited talk	a discussion of a field or topic that is not focused solely on the speaker's own work; a speaker may choose to not submit a paper at all (though ACM prefer that they do)	Null or 1-n	PR form

invited talk abstract	a state-of-the-art overview of the field or topic that is not focused solely on the speaker's own work	1-4 pages	PR form
keynote	the main idea or central principle of a speech, program, thought, action, etc.; a speaker may choose to not submit a paper at all (though ACM prefer that they do)	Null or 1-n	PR form
obituary	announcement of a death, or a tribute to a colleague recently deceased	1-3 pages	PR form
oration	a transcription of a speech or an oral presentation	No page limits	PR form
panel	a group gathered to conduct a public discussion, judge a contest, serve as advisers, be players on a radio or television game, or the like	1-6 pages	PR form
plenary talk	a talk during a conference or similar meeting that is scheduled at a time when everyone can attend, i.e. at a time when nothing else is scheduled	1-2 pages	PR form
poster	a visual presentation of research information	1-3 pages	PR form
poster paper	a poster article	4+ pages	Copyright
prefatory	of, relating to, or constituting a preface; to preface the introductory remarks of a speaker or author	1-2 pages	PR form
short paper	a short research article	1-4 pages	Copyright
technical note	a short article giving a brief description of a specific development, technique, or procedure	1-5 pages	Copyright
tutorial	a paper, book, film, or computer program that provides practical information about a specific subject	5+ pages	Copyright
work-in-progress	a paper that is not yet complete	1-4 pages	PR form

The CSV File – A Definition of Terms

As mentioned, your proceedings' paper data can be uploaded to the ACM e-Rights system in either a CSV or XML file. If you choose CSV, then the data for each paper *must* be arranged in the following format:

proceedingID,event_tracking_number/theirnumber,paper_type,art_submission_date,art_approval_date,thetitle,prefix,first_name,middle_name,last_name,suffix,author_sequence_no,contact_author,ACM_profile_id,ACM_client_no,orcid,email,department_school_lab,institution/AFFILIATION,city,state_province,country,secondary_department_school_lab,secondary_institution,secondary_city,secondary_state_province,secondary_country,section_title,section_seq_no,published_article_number,start_page,end_page,article_seq_no

These fields are mandatory unless otherwise specified. Most are self-explanatory, though some do require elaboration, which we provide here:

"proceedingID" = You will find this data within ACM's instruction email, sent to you after your event was approved into the ICPS program. The proceedings ID is generated specifically for your proceedings.

"event_tracking_number" = the number or ID that you assigned to the paper (usually provided from a conference management or tracking system)

"paper_type" = please refer to the list of **valid** paper types at the start of this document

"art_submission_date" = optional; The date the article was submitted to the Conference for review – MM/DD/YYYY

"art_approval_date" = optional; The date the article was approved by the Conference review committee – MM/DD/YYYY

"thetitle" = the paper's title as it will appear in the proceedings (*all* titles must be in English)

"author_sequence_no" = for papers with multiple authors, you must enter '1' for the first author, '2' for the second, and so on

"contact_author" = if the entry is for the paper's contact author, enter 'yes' – otherwise, 'no'

"ACM_profile_id" = optional; almost never provided for conference proceedings entries

"ACM_client_no" = optional; almost never provided for conference proceedings entries

"orcid" = optional (though if available, do include it)

"department_school_lab", "city", "state_province", "country" = all optional fields that pertain to the author's affiliation (note that "affiliation" is a mandatory field; for authors who are independently employed, work as consultants, etc., enter their city/state/country in the "affiliation" field)

"**secondary**" fields = all optional; fill in only if the author has a secondary affiliation

"section_title" = optional; if your proceedings has multiple sections, indicate in which section the paper belongs

"section_seq_no" = optional; where the paper needs to be positioned within the section (e.g. '3' for the third paper in the section)

"published_article_number" = optional; if you wish the table of contents in the ACMDL to list article numbers next to each paper—rather than having the proceedings volume paginated—please enter the published article number in this position (e.g. '19' for Article No. 19 in the proceedings). If you wish for your proceedings to be paginated instead, please leave this field blank.

"article_seq_no" = optional; we use this field to position each paper within the Table of Contents (i.e., sort order). Please enter the article_seq_no for each paper (e.g. '19' for the 19th paper in the entire proceedings)

Here is an example of a CSV entry for a single paper (a.k.a. "art_1"). It has 3 authors. Because it has 3 authors, this paper has 3 lines in the CSV file:

```
10879,art_1,Full Paper,01/15/2019,04/25/2020,Essentials of Ancient Hardware
Engineering,Dr.,Kevin,J.,Bacon,Jr.,2,no,,,,kjbacon@google.com,Department of Library and
Information Science,University of Michigan,Ann Arbor,MI,USA,Department of
Communications,University of Chicago ,Chicago,,USA,System Management,3,5,1,5,7
10879,art_1,Full Paper,01/15/2019,04/25/2020,Essentials of Ancient Hardware
Engineering,Mr.,Jon,M.,Bon Jovi,,1,yes,,,,jbj@rutgers.edu,Department of Anthropology and Social
Science,"Rutgers, The State University of New Jersey",Newark,NJ,USA,,,,,,System
Management,3,5,1,5,7
```

```
10879,art_1,Full Paper,01/15/2019,04/25/2020,Essentials of Ancient Hardware
Engineering,Dr.,Kevin,,Costner,III,3,no,,,,kev_cos@yahoo.com,,INRIA,Paris,,France,,,,,,System
Management,3,5,1,5,7
```

Some helpful tips:

- To better appreciate the formatting—and to make edits more easily—you can open the CSV files in WordPad.

- Optional fields must be acknowledged. Even if you have no data to enter in these fields, simply leave them blank – do not delete them (see above: , , , , , ,)

- Diacritics and mathematical symbols in names, affiliations, titles, etc., must be captured correctly. While we will check for higher ASCII codes, the check is not perfect and there are instances when we cannot convert characters correctly. To ensure that your data is captured correctly, please use the conversion tool found at http://code.cside.com/3rdpage/us/unicode/converter.html